INSTRUCTION FOR USE OF DESKTOP PROGRAM

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1. INTRODUCTION.

1.1 What is a desktop program?

A desktop program makes it possible for the user to work with his MSX2-computer without knowing all the commands needed for copying diskettes, running a program etc.
The user can perform all the necessary disk actions by moving icons (symbols) with a mouse or with the cursor keys on the keyboard.
This desktop program includes a calculator and a complete diary.

1.2 For which computer?

This desktop program runs only on MSX2-computers with 128K video RAM and 128K user RAM.
At least one diskdrive must be build in or connected to the MSX2-computer. The maximum number of diskdrives that this program can handle is 2.

1.3 keyboard or mouse.

Although we recommend strongly to use a mouse with this desktop program, you can use also the keyboard.
If we mention in this "instruction for use" to move the cursor on the screen, you can do that with the mouse. But if you have not connected a mouse to your MSX2-computer, you can move the cursor with the cursor keys on the keyboard.
If we mention in this "instruction for use" to press the trigger, you can do that by pressing the left trigger on the mouse. But if you have not connected a mouse to your MSX2-computer, you can press then the spacebar on the keyboard.

1.4 Safety first.

First make a copy of the original desktop program diskette (see your MSX2-BASIC + MSX-DOS manual how to do so). Keep the original desktop program diskette on a safe place.
Keep your copy diskette on write-enable (see your MSX2 installation manual how to do so).
Work only with the copy diskette of the desktop program and never with the original diskette. Use the original diskette only to make a new copy diskette!

2. STARTING-UP.

2.1 How to start the desktop?

a. Switch your MSX2-computer off if it was on.
b. Connect the printer and diskdrive to your MSX2-computer if they were not connected yet.
c. Switch your MSX2-computer on again.
d. If you are using a mouse with this desktop program (what we strongly recommend), connect it to the handcontrol port one (see your MSX2 installation manual).
e. Insert the diskette with the desktop program on it in diskdrive A:
f. Press the reset button on the MSX2-computer.
g. The desktop program will be automatically executed.

2.2 Start-up screen.

What do you see on the start-up screen (see fig.1;page 27)?

a. In the centre of the screen you see a little arrow (we call that the cursor). You can move that cursor to any place on the screen.
b. On the top of the screen you see a white row with the text "Desk Actions View Options Language" on it (we call that the pull down menu).
   In the right corner on this white row you see a digital clock and the date.
c. On the left side of the screen you see an icon representing the screen, an icon representing the printer and an icon representing a paper basket.
d. On the bottom of the screen you see an icon representing diskdrive A: and an icon representing diskdrive B:

   Note: When you press the reset button on your MSX2-computer while you hold down the CTRL-key, you will see only one icon representing diskdrive A:.
   Take care: in that case diskdrive B: is not available and you can not make a copy of a diskette!
   But for some programs it is needed to reset the MSX2-computer while holding down the CTRL-key.
   That is mentioned in the manuals of those programs.

2.3 Moving the icons.

You can move the icons to any place on the screen by:

a. putting the cursor on the icon that you want to place somewhere else

b. pressing the trigger and keep it pressed while you moving the cursor to the desired place on the screen
c. releasing the trigger.

If you save the desktop program (see paragraph 6.3) after you moved icons to other places on the screen, the desktop program will remember the new places. It means that the next time when you start up the desktop program, it places the icons on the places that you have given the last time.

I If you move the diskdrive icon with the character A on the diskdrive with character B, the disk copy function will be performed. It means that all the files of the diskette currently in diskdrive A: will be copied to the diskette currently in diskdrive B:.
Ofcourse you can also move the diskdrive icon with the character B on the diskdrive icon with character A to copy from diskdrive B: to diskdrive A:.
The desktop program will ask for confirmation in a window. You can confirm it by moving the cursor in the rectangle with "O.K." in it and press the trigger. You can cancel it by moving the cursor in the rectangle with "Cancel" in it and press the trigger.

II If you move a diskdrive icon on the paper basket icon, the erase function will be performed. It means that all files of the diskette currently in the pointed diskdrive will be erased.
The desktop program will ask for confirmation in a window. You can confirm it by moving the cursor in the rectangle with "O.K." in it and press the trigger. You can cancel it by moving the cursor in the rectangle with "Cancel" in it and press the trigger.

III If you move a diskdrive icon on the printer icon, the directory of the diskette currently in the pointed diskdrive will be printed on paper via the printer.

IV If you move a diskdrive icon on the screen icon, the directory of the diskette currently in the pointed diskdrive will be displayed on the screen in a window (see also paragraph 8.3).
You can perform the same action by putting the cursor on a diskdrive icon and press two times the trigger quick after each other.
You can close the directory window by putting the cursor to the left upper corner in the directory window on the symbol and then press the trigger.

V If you move the screen icon on the printer icon, a hard copy of the screen will be printed on paper via the printer.
You can perform the same action by pressing the CTRL-, SHIFT- and GRAPH-keys of the keyboard together.

Note: This print function is only possible with an MSX graphic printer like the PHILIPS VW0030.

2.4 Pull-down menus.

If you move the cursor on a word in the pull-down menu row, for example on the word "Desk", and you press the trigger, a submenu is displayed.
When you move the cursor on a word in a submenu, for example the word "Version", that word will be displayed in black blackground colour. It means that if you press now the trigger, that choice will be executed.
As soon as you move the cursor out of the submenu block, the submenu disappears off the screen.
You will find the explanation of the different functions of the pull-down submenus in the chapters 3 to 7.

3. DESK SUBMENU.

3.1 What is the desk submenu?

If you move the cursor on the word "Desk" in the pull down menu row and you press the trigger, a submenu will be displayed (see fig.2;page 28).
See the next paragraphs for explanation of this submenu.

3.2 Version.

If you move the cursor on the word "Version" in the desk submenu and you press the trigger, the version window comes up (see fig.3;page 29).
You can see which version you have of the desktop program (on this moment version 1.4).
You can move the version window to any place on the screen in the same way as you can move icons.

3.3 Clock.

If you move the cursor on the word "Clock" in the desk submenu and you press the trigger, the clock and date in the right corner on the white menu row will disappear.
If you choose the Clock again in the Desk submenu, the clock and date will be displayed again.

3.4 Caculator.

If you move the cursor on the word "Calculator" in the desk submenu and you press the trigger, the calculator window comes up (see fig.4;page 30).
You can make calculations by typing in via the keyboard (or numeric keypad) or by using the mouse. When you use the mouse, you can put the cursor on one of the showed keys in the calculator window and press the trigger.
The functions of the keys are as follows:

keys in calculator window	keys on the keyboard	explanation
0-9	0-9	numeric digits
.	.	decimal point
/	/	division
*	*	multiplication
-	-	subtraction
+	+	addition
=	=	display result
Mi	I	store in memory field
M=	?	display memory field
M-	_	subtract from contents of memory field
M+	M	add to contents of memory field
C	C	correction key
%	%	calculate percentage
e	E	display in scientific notation
+/-	TAB	change sign

You can move the calculator window to any place on the screen in the same way as you can move icons but you must not place the cursor on any of the keys in the calculator window if you want to move this window.
Before you can do anything else you must close first this calculator window. You can do so by moving the cursor to the left upper corner of the calculator window on the symbol ☐ and then press the trigger.

3.5 Diary.

If you move the cursor on the word "Diary" in the Desk submenu and you press the trigger, the diary window comes up (see fig.5;page 31).
The desktop program checks first if there is any appointment for today. If so, you find the appointment text in the white area in the diary window. If not, the white area in the diary window is blank.
The diary window has 3 main area's.

a. The white area in the top of the diary window.
   In this area (we called it notebook area) you can type your appointments or if you have an appointment, the desktop program shows it here.
   You have 9 pages available to type in what you like as appointment text. You can turn over the pages as follows:

- to go to the next page:
  Put the cursor on the blue dog's ear in the right corner of this notebook area and press the trigger. The next page will be shown (see the page number in the bottom of the notebook area).
- to go to the previous page:
  Put the cursor on the white triangle below the blue dog's ear in the right bottom corner of this notebook area and press the trigger.

You can type your text in the notebook area as follows:
- Put the cursor in the notebook area and press the trigger. A black square appears meaning that you can type now via the keyboard. (If the black square does not appear, move the cursor a little more to the centre of the notebook and try again.)
- Type now the text that you want via the keyboard.
- You can use the cursor control keys on the keyboard to move the black square in the notebook area.
- You can use the BS-, DEL- and INS-keys (see your MSX2 installation manual for the meaning of those keys).
- When you are finished with typing press the trigger on the mouse. The arrow appears again.

  Note: When you did not connect a mouse, you can stop typing by pressing the ESC-key.

b. The white area in the left bottom of the diary window.
In this area (we called it calendar area) the calendar is shown of the currently month. The name of the month and the number of the month plus the year is shown in the input-output area (see next point, point c).
You can turn over the calendar pages as follows:
- to go to the next month:
  Put the cursor on the blue dog's ear on the right bottom corner of this calendar area and press the trigger. The next month will be shown.
- to go to the previous month:
  Put the cursor on the white triangle below the blue dog's ear on the right bottom corner of this calendar area and press the trigger. The previous month will be shown.

You can look at and make your appointments as follows:
- When a day in the calendar is displayed in black background color then the desktop program has found an appointment for that day on the diskette.
  If you move the cursor on such a day in the calendar and you press the trigger, the text of the appointment is shown in the notebook area of the diary window. You can change then the shown text if you like.
- To make an appointment, move the cursor to the day on

which you want to make an appointment and press the trigger.
The notebook area will be cleared and you can type in your text in the notebook area.
When you are finished with typing and you move the cursor to another day to make a new appointment, the typed text will be saved on diskette. In that case the desktop program asks your confirmation in a window. You can confirm it by moving the cursor in the rectangle with "O.K." in it and press the trigger. You can cancel it by moving the cursor to the rectangle with "Cancel" in it and press the trigger.

c. The white area in the right bottom of the diary window.
In this area (we called input-output area) you see:

I a rectangle with the month number and year.
You can change this information as follows:
- move the cursor on the first character in this rectangle
- press the trigger
- type in the desired month number and year via the keyboard
- press the return key on the keyboard.

The desired month will be displayed in the calendar area of the diary window.

II a printer icon.
If you move the cursor on this icon and you press the trigger, the contents of the notebook area will be printed on paper via the printer.

III a calculator icon.
If you move the cursor on this icon and you press the trigger the calculator window comes up (see paragraph 3.4).

IV a diskette icon.
If you move the cursor on this icon and you press the trigger, a dialogue window comes up.
In this dialogue window you see a filename (is the day in the form YY-MM-DD) and 3 triangles. One with "LOAD" in it, one with "SAVE" in it and one with "Cancel" in it.
To change the filename:
- put the cursor on the first character of the filename
- press the trigger
- type in the desired filename via the keyboard
- press the return key on the keyboard.

To load the contents of that file (must be an ASCII file) from diskette into the notebook area:
- put the cursor in the triangle with "LOAD" in it
- press the trigger.

To save the contents of the notebook area on diskette with the shown filename (will be an ASCII file):
- put the cursor in the triangle with "SAVE" in it
- press the trigger.

Note: You can use the notebook area of the diary window to make your own MSX-DOS batch files (see your MSX2-BASIC + MSX-DOS manual for the meaning of a batch file).
For example :suppose you want to make a batch file with the name MYOWN.BAT. You must act as follows:
- put the cursor on a date with no appointment in the calendar area
- press the trigger (to clear the notebook area)
- move the cursor to the first position of the notebook area
- press the trigger
- type in all the MSX-DOS commands that you want to put in your batch file (do not type the CTRL and Z keys as last command in the batch file).
- press the trigger when you are finished with typing
- move the cursor to the disk icon in the input-output area
- press the trigger
- move the cursor to the first character of the filename in the dialogue window
- press the trigger
- type in the filename "MYOWN.BAT"
- press the return key on the keyboard
- move the cursor in the rectangle with the word "SAVE" in it
- press the trigger

The batch file is now saved.
Take care if you make an AUTOEXEC.BAT file. The next time that you start up, the desktop program will

automatically execute that
batch file!

You can move the diary window to any place on the screen in the same way as you can move icons but you must place the cursor on the green row on the top of the diary window.
You can close the diary window by moving the cursor to the left upper corner of the diary window on the symbol ☐ and then press the trigger. If there is any text in the notebook area which is not saved to the diskette, the desktop program will ask you if you want to save this text on diskette or not.

3.6 Format.

If you move the cursor on the word "Format" in the desk submenu and you press the trigger, the format window comes up (see fig.6;page 32).
You can select on the right side in the format window, in which drive the diskette is placed which you want to format and in which format (double or single sided) you want to format. The selection can be made by moving the cursor in the desired square and then press the trigger. After that you can start the formatting process by moving the cursor in the rectangle with "O.K." in it and then press the trigger. You can stop this function by moving the cursor in the rectangle with "Cancel" in it and then press the trigger.
You can move the format window to any place on the screen in the same way as you can move icons.

4. ACTIONS SUBMENU.

4.1 What is the actions submenu?

This pull-down menu can only be used when a directory of a diskette is shown on the screen.
So, before using this actions submenu, move the cursor on a diskdrive icon and press two times the trigger quick after each other. After that, the directory of the diskette, currently in that diskdrive, is shown in a window. Put the cursor on a filename in the directory window and press the trigger; the filename will be displayed on black background colour.
If you move the cursor on the word "Actions" in the pull-down menu row and you press the trigger, a submenu will be displayed (see fig.7;page 33).
See the next paragraphs for explanation of this submenu.

4.2 Run.

This submenu choice can be used to execute the pointed file as a program. Only files with the filename extention BAS, BAT and COM can be executed as programs.
The desktop program assumes that files with the filename extention BAS are MSX-BASIC program files, files with the filename extention BAT are MSX-DOS batch files, files with the filename extention COM are MSX-DOS program files.
If you move the cursor on the word "Run" in the actions submenu and you press the trigger, a window comes up.

- If the filename extention of the pointed file is not BAS, BAT or COM, an error window is displayed telling you that it cannot execute that file as a program.
  In that case you can print the contents of the pointed file on paper via the printer or type it on the screen or cancel this action. You can make your choice by putting the cursor in the desired rectangle and press the trigger.
- If the filename extention of the pointed file is BAS, an confirmation window is displayed. You can confirm your choice or cancel it by putting the cursor in the desired rectangle and press the trigger.
- If the filename extention of the pointed file is BAT or COM an confirmation window is displayed in which you can type additional parameters if necessary. For some MSX-DOS batch- and program files additional parameters are needed (see the manuals for those programs). To type a parameter, move the cursor just behind [and press the trigger. Type in the needed parameter via the keyboard and press the return key on the keyboard when you are finished with typing.
  You can confirm your choice or cancel it by putting the cursor in the desired rectangle and press the trigger.

Note: You can also execute a file with the file name extention BAS, BAT or COM as a program by putting the cursor on that file in the diskette directory and press two times the trigger quick after each other.
In that case the desktop program never asks for additional parameters, only for confirmation.

4.3 Rename.

This submenu choice can be used to give the pointed file another filename.
If you move the cursor on the word "Rename" in the actions submenu and you press the trigger, a dialogue window comes up in which you must type the new filename for the pointed file.
To type the new name:

- move the cursor under the first character of the old filename
- press the trigger
- type in the new filename via the keyboard
- press the return key on the keyboard when you are finished with typing.

You can confirm your choice or cancel it by putting the cursor in the desired rectangle and press the trigger.

4.4 Print.

This submenu choice can be used to print the contents of the pointed file on paper via the printer.
If you move the cursor on the word "Print" in the actions submenu and you press the trigger, the contents of the pointed file will be printed.

4.5 Type.

This submenu choice can be used to display the contents of the pointed file on the screen.
If you move the cursor on the word "Type" in the actions submenu and you press the trigger, the contents of the pointed file will be displayed.
In that case you will see in the bottom of the screen one rectangle with the word "Page" in it, one with the word "Line" in it and one with the word "Cancel" in it.
You can scroll the displayed text on the screen line by line by putting the cursor in the rectangle with "Line" in it and press the trigger.
You can go to the next page of the displayed text on the screen by putting the cursor in the rectangle with "Page" in

it and press the trigger.
You can stop this action by putting the cursor in the rectangle with "Cancel" in it and press the trigger.

4.6 Erase.
This submenu choice can be used to erase the pointed file.
If you move the cursor on the word "Erase" in the actions submenu and you press the trigger, a confirmation window comes up.
You can confirm your choice or cancel it by putting the cursor in the desired rectangle and press the trigger.

4.7 Copy.
This submenu choice can be used to copy the pointed file to another diskette.
If you move the cursor on the word "Copy" in the actions submenu and you press the trigger, a confirmation window comes up.
You can confirm your choice or cancel it by putting the cursor in the desired rectangle and press the trigger.

5. VIEW SUBMENU.

5.1 What is the view submenu?

To see what you can do with this view submenu, it is better to have a directory of a diskette shown on the screen.
So, before using this view submenu, move the cursor on a diskdrive icon and press two times the trigger quick after each other. After that, the directory of the diskette, currently in that diskdrive, is shown in a window.
If you move the cursor on the word "View" in the pull-down menu row and you press the trigger, a submenu will be displayed (see fig.8;page 34).
See the next paragraphs for explanation of this submenu.

5.2 Icons or text.

Those submenu choices can be used to display the filenames in the directory window with icons or just in text.
If you move the cursor on the word "By icons" in the view submenu and you press the trigger, the files in the directory window will be displayed with icons (see fig.9;page 35).
There are 3 different icons:

- one for files with the filename extention BAS, BAT or COM (the desktop program assumes that those files are executable programs).
- one for files with the filename extention SYS (the desktop program assumes that those files are system files belonging to the operating system).

  Note: Take care; deleting or renaming those files can damage the desktop program!
- one for files with other filename extentions.

If you move the cursor to the word "By text" in the view submenu and you press the trigger, the files in the directory window will be displayed in text.

5.3 Sorting.

You can sort the filenames in the directory window in 4 ways:

- If you move the cursor on the word "By name" in the view submenu and you press the trigger, the files in the directory window will be sorted on filename.
- If you move the cursor on the word "By date" in the view submenu and you press the trigger, the files in the directory window will be sorted on the date. This is the date on which the files where created on the diskette.
- If you move the cursor on the word "By size" in the view submenu and you press the trigger, the files in the directory window will be sorted on their size (number of bytes).

- If you move the cursor on the word "By kind" in the view submenu and you press the trigger, the files in the directory window will be sorted on the filename extentions.

6 OPTIONS SUBMENU.

6.1 What is the options submenu?

If you move the cursor on the word "Options" in the pull-down menu row and you press the trigger, a submenu will be displayed (see fig.10;page 36).
See the next paragraphs for explanation of this submenu.

6.2 Controls.

With this choice you can change the desktop program to your own wishes. You can change the colours, speed of the mouse, set the confirmation off, adjust day and time and set an alarm time.
If you move the cursor on the word "Controls" in the options submenu and you press the trigger, the control window will be displayed (see fig.11;page 37).

a. Changing the colours.
On the left side in the control window you see 4 squares with the colours which the desktop program uses.
Next to it you see 3 vertikal bars with a small rectangle in it.
Each colour on the screen is a mix of green, red and blue.
You can change this mix for every one of the 4 colours as follows:
- put the cursor in one of the 4 squares with a colour; for example: the black aquare
- press the trigger
- put the cursor in one of the 3 vertikal bars; for example: in the first vertikal bar above the green rectangle
- press the trigger

You will notice the change of the colour which was black.
The first vertical bar gives the quantity of green in the mix of the pointed colour, the second one gives the quantity of red and the third one gives the quantity of blue.
Play with it to see what colours you can make. If you disturb your screen, just press the reset button on the computer to start the desktop program again.

b. Changing the border colour.
To change the border colour, move the cursor in the rectangle with the word "Border". Every time you press the trigger the border colour is changed to one of the 4 colours which the desktop program uses.

c. Confirm on/off.
If you move the cursor in the rectangle with the word "Confirm" in it and you press the trigger, the text "Not confirm" will be displayed in that rectangle. It means

that the desktop program will not ask for confirmation when it wants to read or write from diskette.
You can set the confirmation on again by moving the cursor in the rectangle with the text "Not confirm" in it and press the trigger.

Note: Take care; set the confirmation always on unless you are an experienced computer user and you know what you are doing!

d. Speed of the mouse.
On the right side in the control window you see 2 vertical bars. The most left bar of those two, controls the speed of the movement of the cursor and the most right bar of the two, controls the time limit between the two times that you have when you must press the trigger two times.
To change this setting, move the cursor into one of the 2 vertical bars, for example below the green rectangle in the left vertikal bar, and press the trigger.
- If you put the small green rectangle in the left vertical bar down, it will slow down the speed of movement of the cursor.
- If you put the small green rectangle in the right vertical bar down, it will increase the time limit between the two times that you have when you must press the trigger two times.

e. Adjusting the date.
You can change the system date of the desktop program as follows:
- move the cursor on the first position of the date in the date rectangle of the control window
- press the trigger
- type in the new date via the keyboard
- press the return key on the keyboard.

f. Adjusting the time.
You can change the system time of the desktop program as follows:
- move the cursor on the first position of the time in the date rectangle of the control window
- press the trigger
- type in the new time via the keyboard
- press the return key on the keyboard.

g. Setting the alarm time.
You can set an alarm time as follows:
- move the cursor on the first position of the alarm time in the alarm time rectangle of the control window
- press the trigger
- type in the new alarm time via the keyboard
- press the return key of the keyboard
- move the cursor on the bell symbol

- press the trigger
  The bell symbol will be displayed in black background colour.
  When the time controlled by the desktop program, pass by the given alarm time, a sound will be produced during one minute. You can stop that alarm sound by moving the cursor on the bell symbol and press the trigger again.

You can move the control window to any place on the screen in the same way as you can move icons but you must place the cursor not in one of the rectangles.
You can close the control window by moving the cursor to the left upper corner of the control window on the symbol ☐ and then press the trigger.

6.3 Save desk.
When you have changed the default values of the desktop program, for example you have changed the colours, you can save your settings on diskette. It means that the next time when you start up the desktop program, it will come up with your settings.
You can save your settings by putting the cursor on the word "Save desk" in the options submenu and press the trigger.

6.4 Hard copy.
If you move the cursor on the word "Hard copy" in the options submenu and press the trigger, a hard copy of the screen will be printed via the printer on paper (see also paragraph 2.3, point V).

6.5 MSX-BASIC.
With this choice you gan go to MSX-BASIC.
If you move the cursor on the word "MSX-BASIC" in the options submenu and you press the trigger, a confirmation window comes up. You can confirm your choice or cancel it by putting the cursor in the desired rectangle and press the trigger.
From MSX-BASIC you can return to the desktop program by using the statement: CALL SYSTEM

6.6 MSX-DOS.
With this choice you can go to MSX-DOS.
If you move the cursor on the word "MSX-DOS" in the options submenu and you press the trigger, a confirmation window comes up. You can confirm your choice or cancel it by putting the cursor in the desired rectangle and press the trigger.
From MSX-DOS you can return to the desktop program by using the commando: COMMAND

7. LANGUAGE SUBMENU.

7.1 What is the language submenu?

If you move the cursor on the word "Language" in the pull-down menu row and you press the trigger, a submenu with all available languages will be displayed (see fig.12;page 38).

7.2 Different languages.

You can work with the desktop program in your own language if you wish.
To do so, move the cursor to one of the languages in the language submenu and press the trigger. After that, all screen messages in the choosen language will be loaded from diskette and used by the desktop program.
Do not forget to save the desktop (see paragraph 6.3) if you want that the next time you start the desktop program, it must come up in the by you choosen language.

8 WINDOWS.

8.1 What kind of windows are there?

The desktop program uses windows which you can move to any place on the screen in the same way as you can move icons.
If you save the desktop program (see paragraph 6.3) after you moved windows to other places on the screen, the desktop program will remember the new places. It means that the next time when you start up the desktop program, it places the windows on the places that you have given the last time.
The desktop program has 4 kinds of windows:

- directory windows
- dialogue windows
- confirmation windows
- error windows.

See the next paragraphs for explanation of those windows.

8.2 Directory windows.

When you move a diskdrive icon on the screen icon, the directory of the diskette currently in that diskdrive will be displayed in a window on the screen. You can perform the same action by moving the cursor on a diskdrive icon and press two times the trigger quick after each other.
You can display both directories of the diskette in diskdrive A and of the diskette in diskdrive B on the screen; one in foreground and one in background (see fig.13;page 39). You can switch between the forground and background window by moving the cursor to the filenames area in the directory window and press the trigger.
You can move the directory windows to any place on the screen in the same way as you move icons but you must place the cursor in the green area on the top of the directory window.

a. On the left bottom corner in the directory window you see the symbols ↑ ↓ .
   If you move the cursor on the symbol ↓ and you press the trigger, the filenames in the directory window will scroll up.
   If you move the cursor on the symbol ↑ and you press the trigger, the filenames in the directory window will scroll down.
b. On the left side in the directory window you see a green vertical bar. You can move that bar down and up in the same way as you move icons. If you move that green verical bar completly down, the filenames at the end of the directory will be displayed in the directory window.
   The size of the green vertical bar gives percentage diskette space that is free.
c. On the right bottom corner in the directory window you see

the symbol . With this symbol you can increase and decrease the size of the directory window.
To do so, you must act as follws:
- put the cursor on the symbol
- press the trigger and hold it down
- move the cursor to the desired position
- release the trigger.

d. If you move the cursor on a filename in the directory window and you press the trigger, that filename will be displayed in black background colour. It means that you have pointed a file and that you can use the actions submenu now.

e. If you move the cursor on a filename and you press two times the trigger quick after each other, that file will be executed as a program (see also paragraph 4.2).

f. On the right top corner in the directory window you see the symbol . With this symbol you can use the whole screen for displaying the directory window.
To do so, put the cursor on the symbol and press the trigger.
If you want the directory window back to its original size, put the cursor on the symbol again and press the trigger.

g. You can close a directory window by moving the cursor on the symbol in the left top corner in the directory window and press the trigger.

8.3 Dialogue windows.
Dialogue windows are windows in which the desktop program asks you for information; for example: the format window, the renaming window (see fig.14;page 40).
You can move dialogue windows to any place on the screen in the same way as you can move icons.

8.4 Confirmation windows.
Confirmation windows are windows in which the desktop program asks for your confirmation (see fig.15;page 41).
The confirmation windows are not displayed if you turn the confirmation off in the control window (see paragraph 6.2 point c).
You can move confirmation windows to any place on the screen in the same way as you can move icons.

8.5 Error windows.
Error windows are windows in which the desktop program tells you that something is wrong: for example: printer not ready, disk protected (see fig.16;page 42).
You can move error windows to any place on the screen in the same way as you can move icons.

9. MULTIPLE FILES.

9.1 What are multiple files?

Sometimes you want to copy, erase, print or type a couple of files. You don't have to do that file by file in the desktop program but you can do that in one time.
To point multiple files in the directory window you must do the following steps:

- open an directory window (see paragraph 8.2).
- put the cursor before the filename of the first file that you want to copy, erase, print or type
- press the trigger and hold it down
- move the cursor on the filename of the last file that you want to copy, erase, print or type
- release the trigger.

The filenames that you have pointed as multiple files are displayed on green background colour (see fig.17;page 43).
If the filenames that you want in the multiple file area, are not located below each other in the directory window, remember that you can sort the filenames in the directory window on different criteria (see paragraph 5.2).

Note: Ofcourse you can also point one file as a multiple file area. In that case do the following steps:

- put the cursor before the filename
- press the trigger and hold it down
- move the cursor a little down and a little to the right
- release the trigger.

You can move the multiple file area on an icon, like the printer icon, as follows:

- put the cursor in the multiple file area
- press the trigger and hold it down
- move the multiple file area on the icon that you wish
- release the trigger.

In the next paragraphs it is explaned what you can do with multiple files.

9.2 Copying multiple files.

If you move the multiple file area to a diskdrive icon, all the files in the multiple file area, will be copied to the diskette currently in the diskdrive.
Be sure that you place the left side of the multiple file area on the diskdrive icon before you release the trigger!
The desktop program will ask for confirmation.

9.3 Erasing multiple files.

If you move the multiple file area to the paper basket icon,

all the files in the multiple file area, will be erased.
Be sure that you place the left side of the multiple file area on the paper basket icon before you release the trigger!
The desktop program will ask for confirmation.

9.4 Printing multiple files.
If you move the multiple file area to the printer icon, all the files in the multiple file area, will be printed via the printer on paper.
Be sure that you place the left side of the multiple file area on the printer icon before you release the trigger!

9.5 Typing multiple files.
If you move the multiple file area to the screen icon, all the files in the multiple file area, will be displayed on screen.
Be sure that you place the left side of the multiple file area on the screen icon before you release the trigger!

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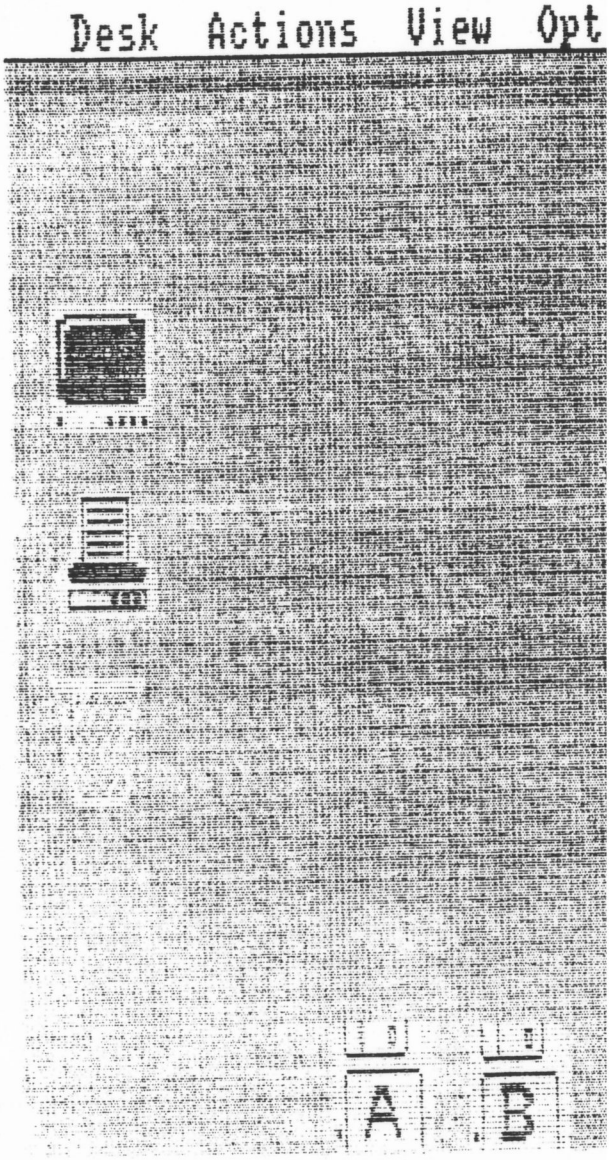

Fig. 1

Start-up screen

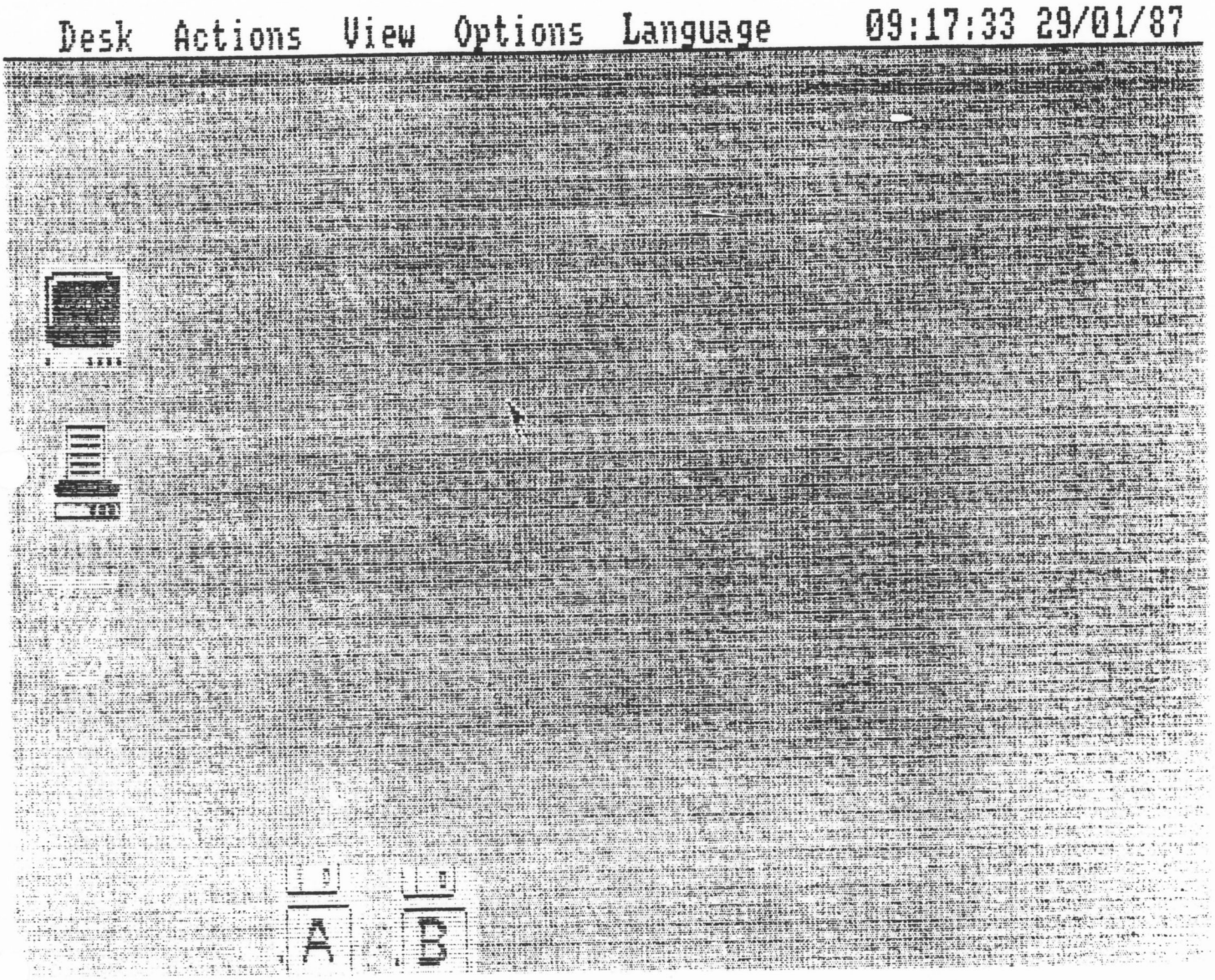

Fig. 1

Start-up screen

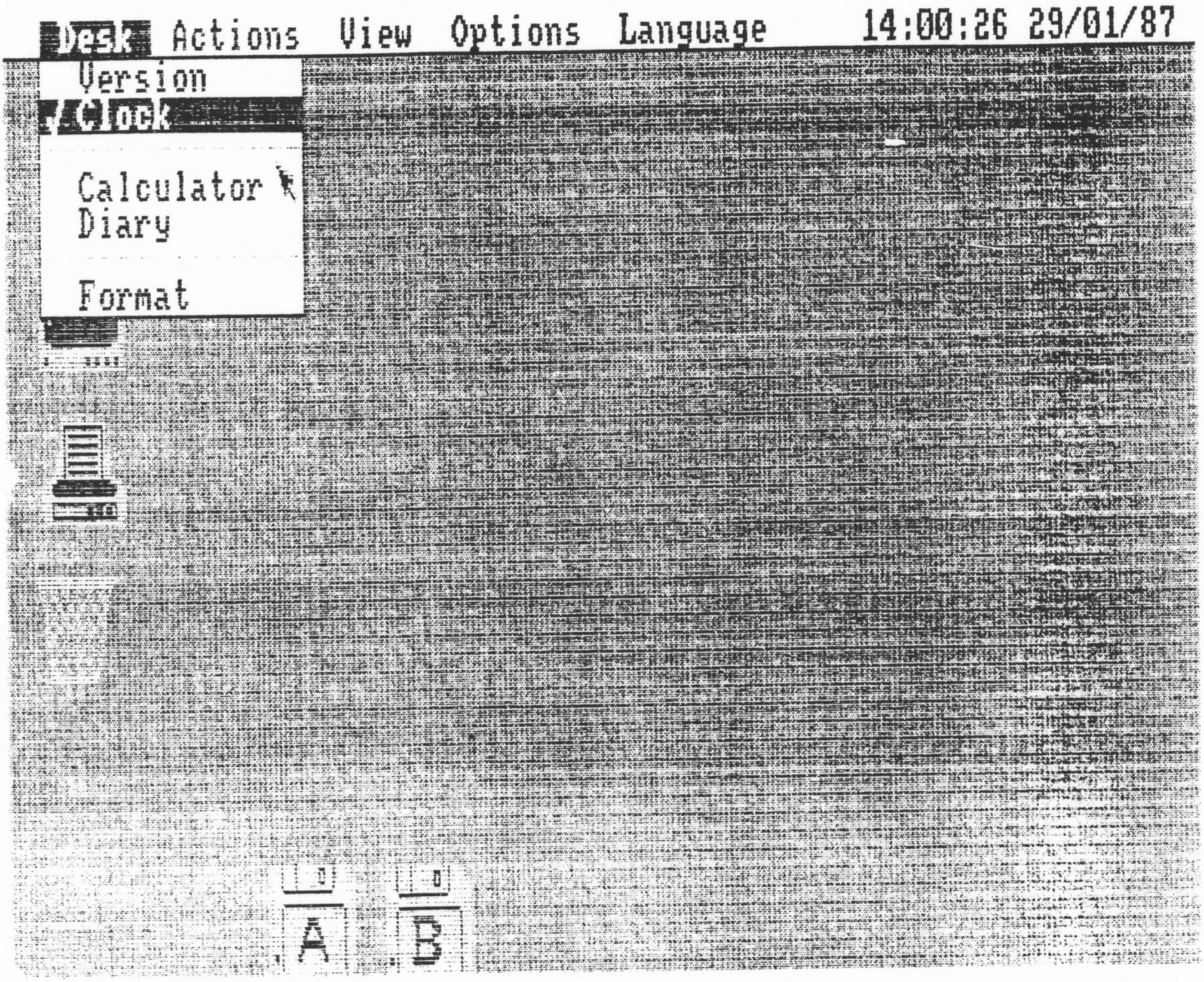

Fig. 2

Desk submenu

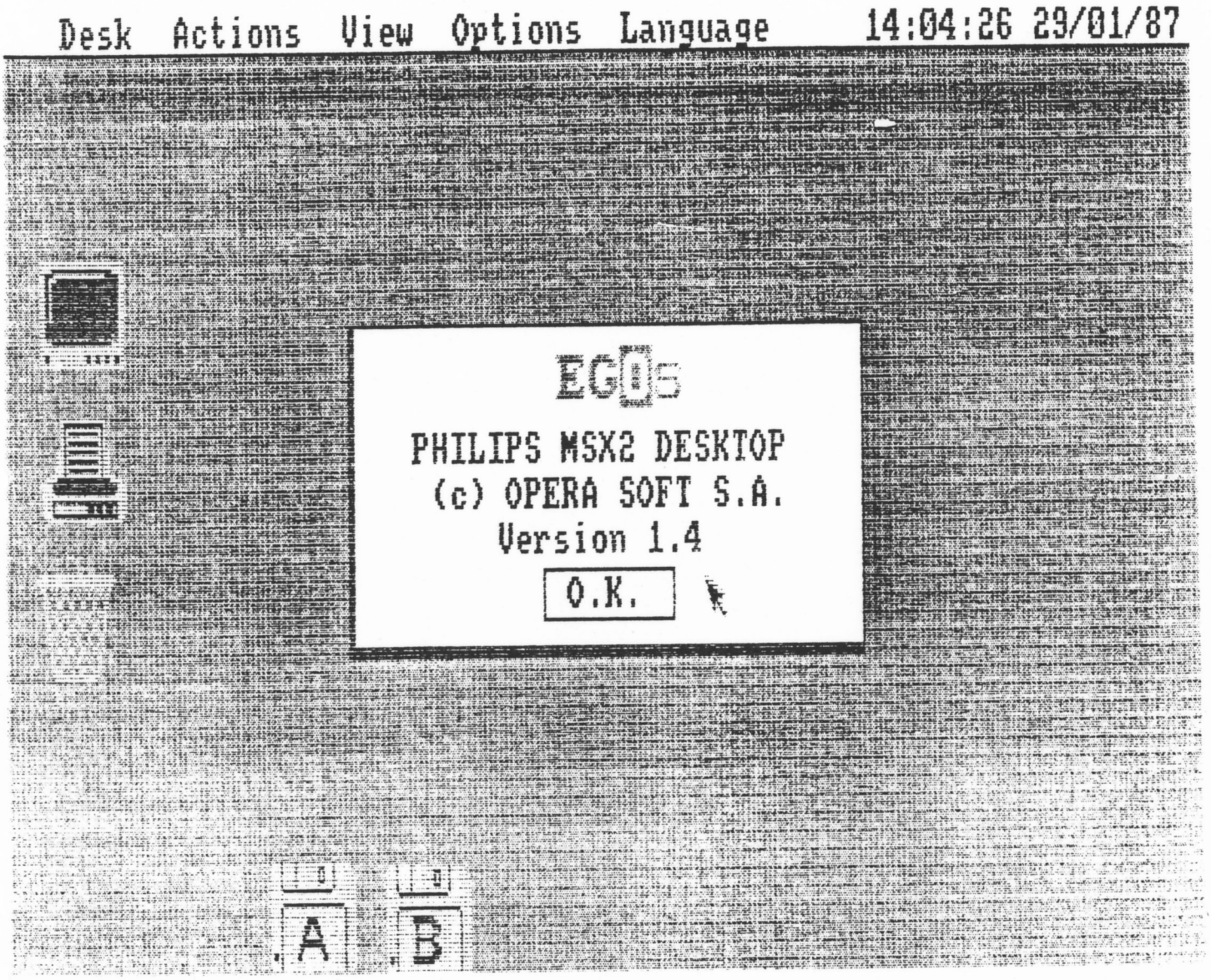

Fig. 3

Version window

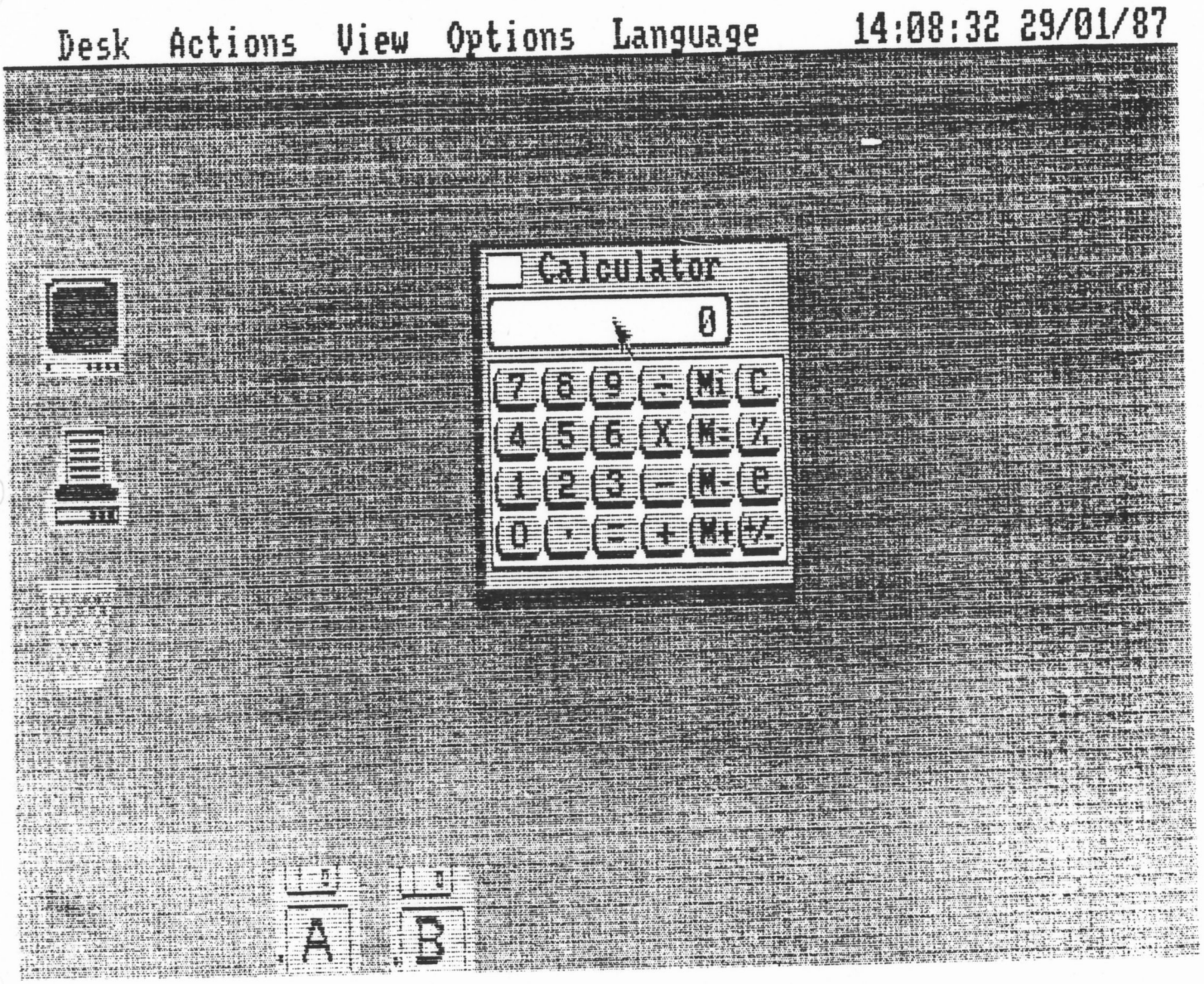

Fig. 4

Calculator window

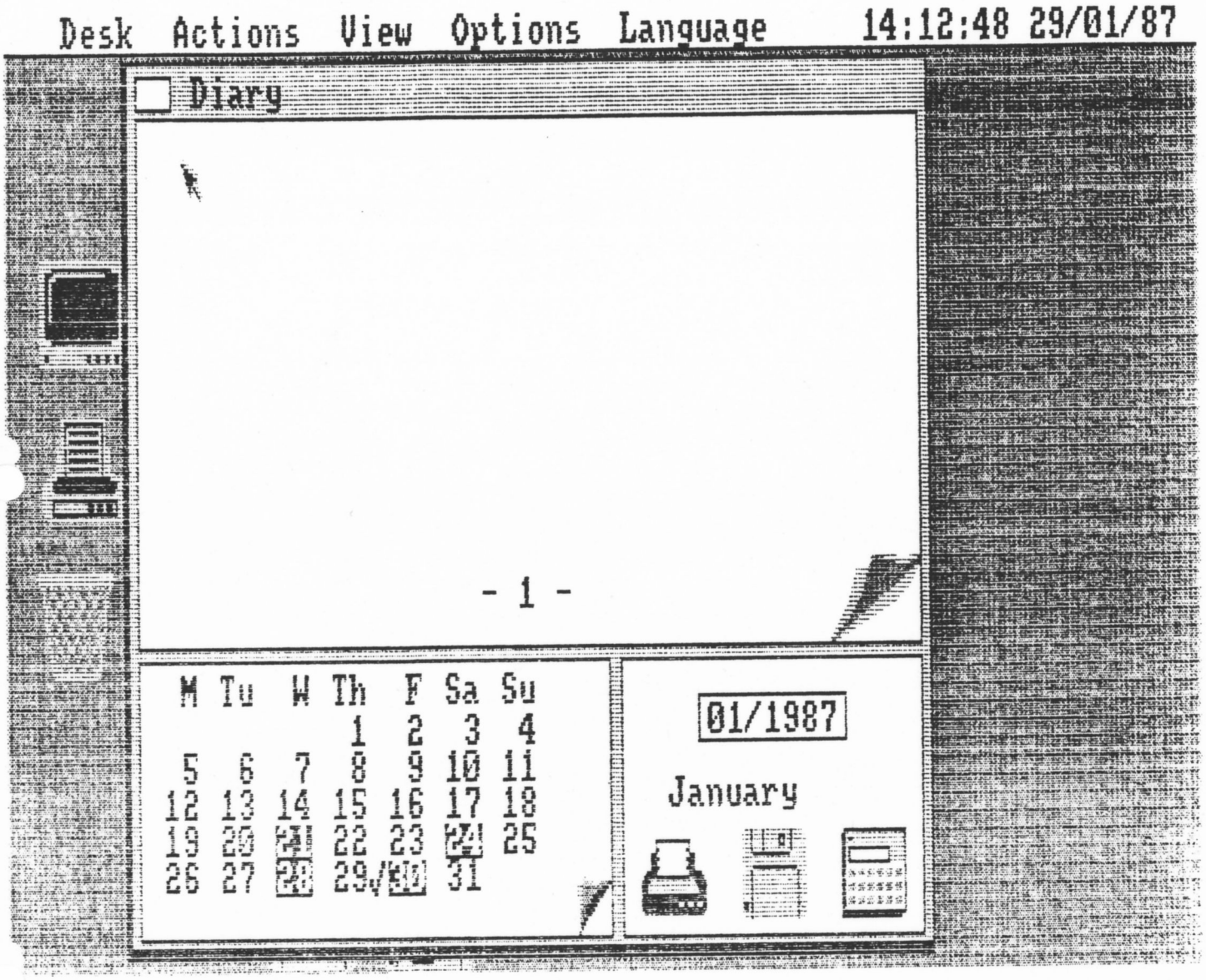

Fig. 5

Diary window

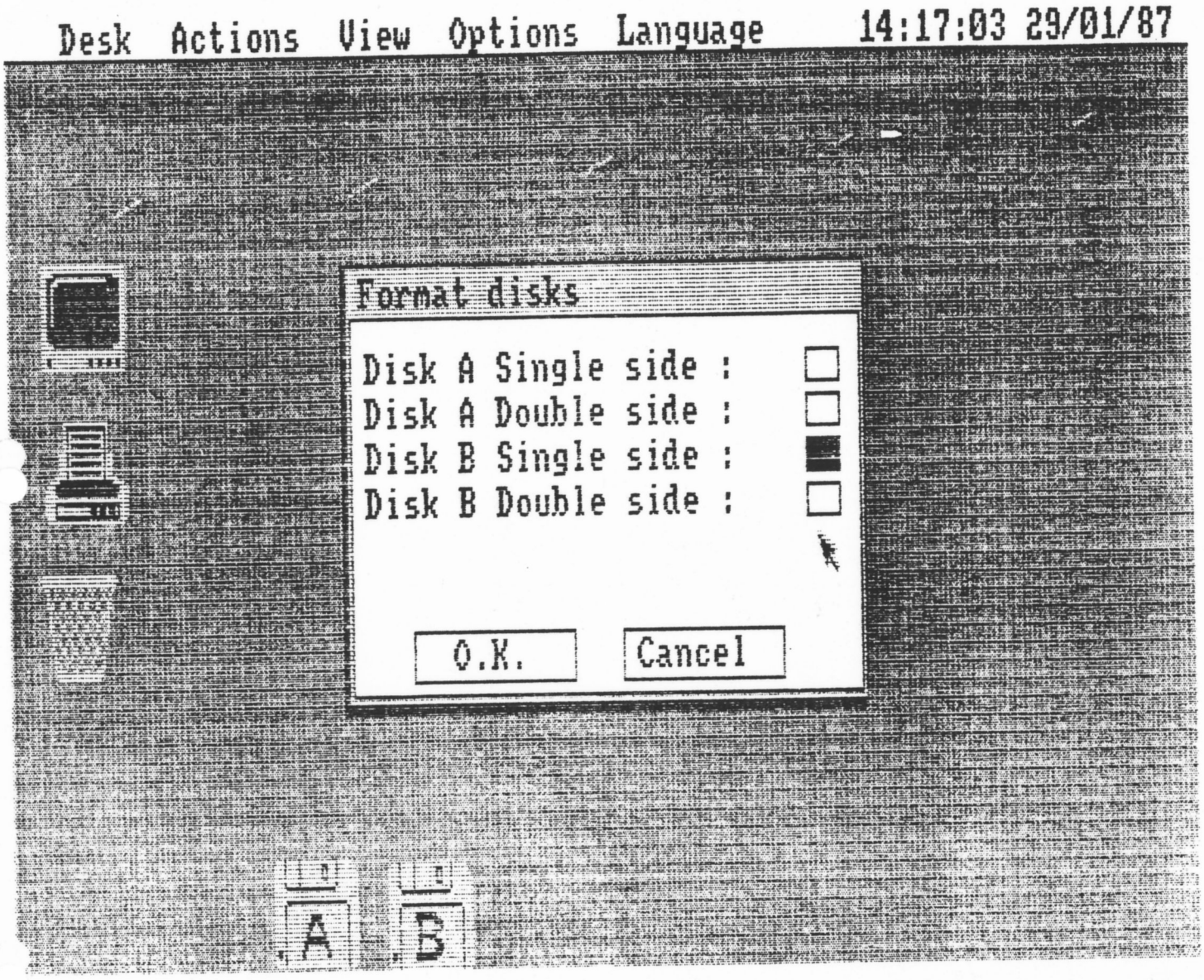

Fig. 6

Format window

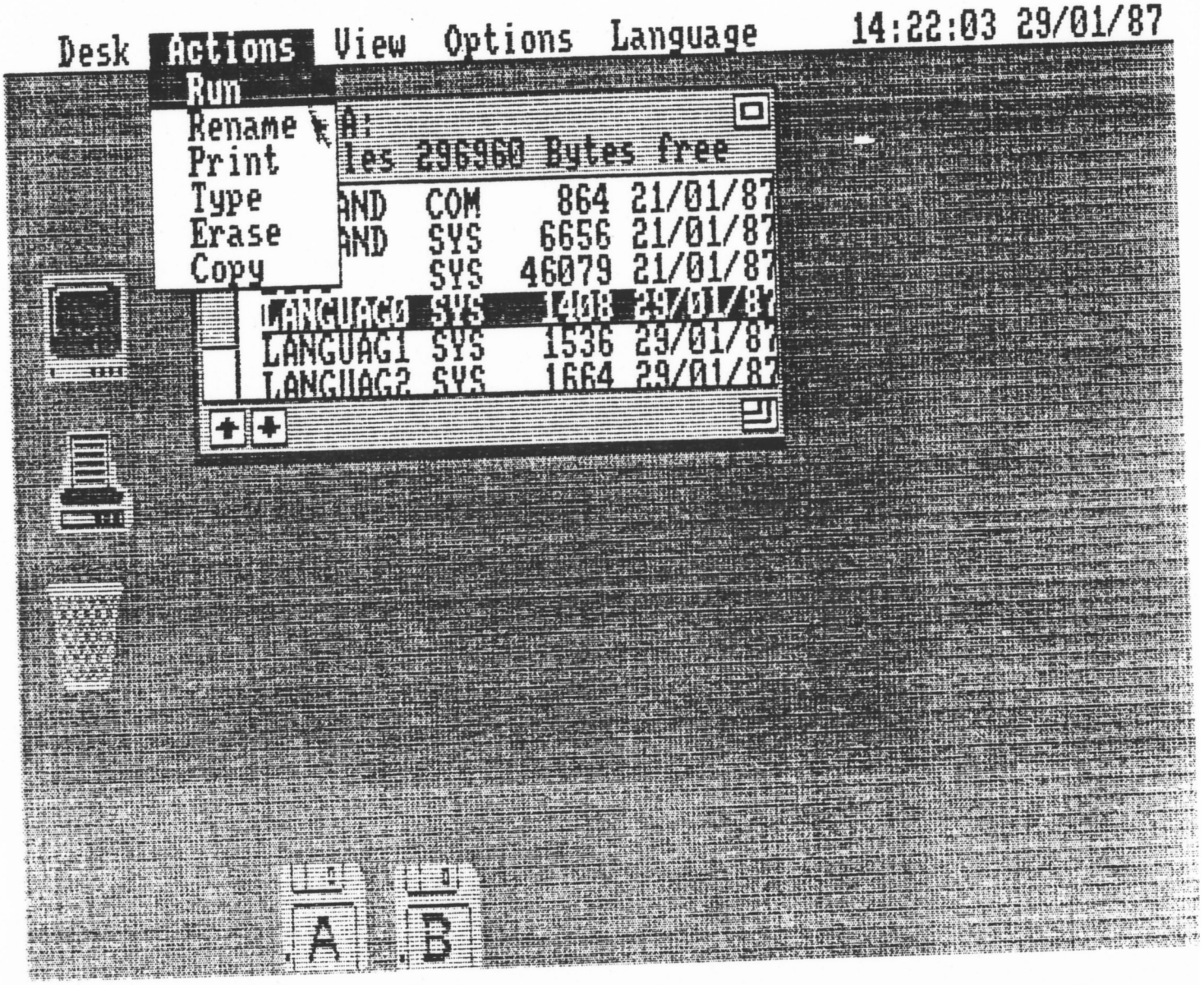

Fig. 7

Actions submenu

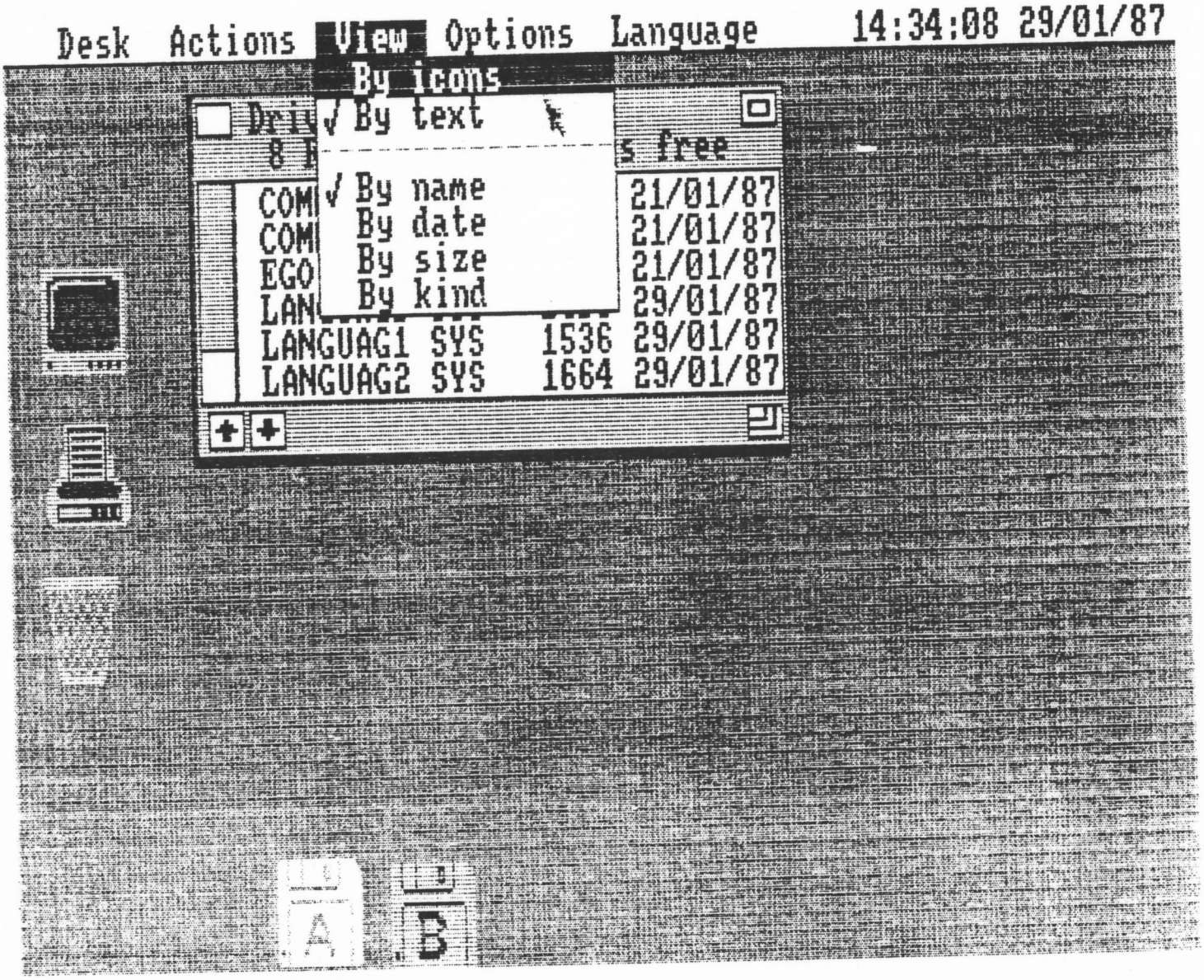

Fig. 8

View submenu

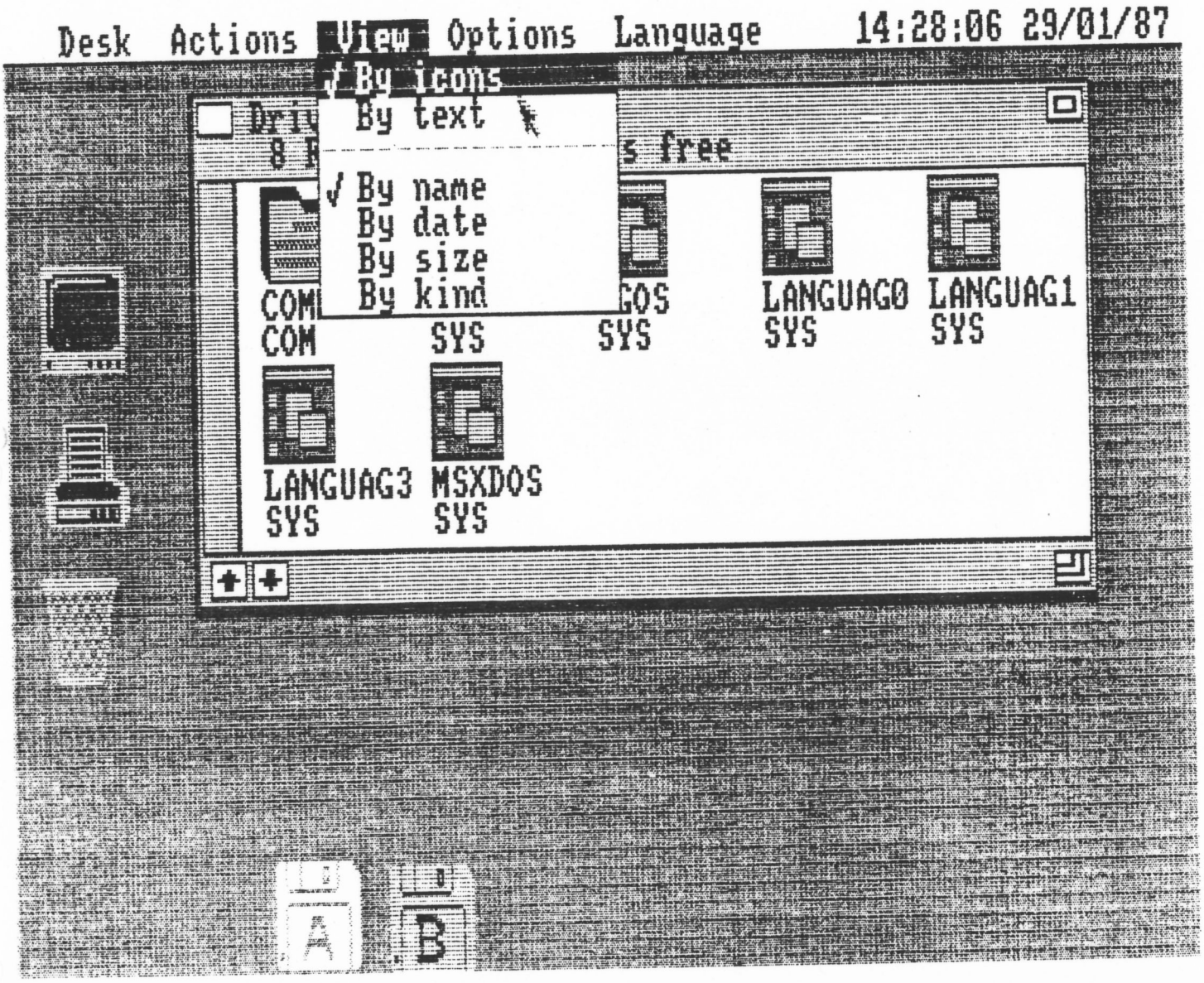

Fig. 9

Directory icons

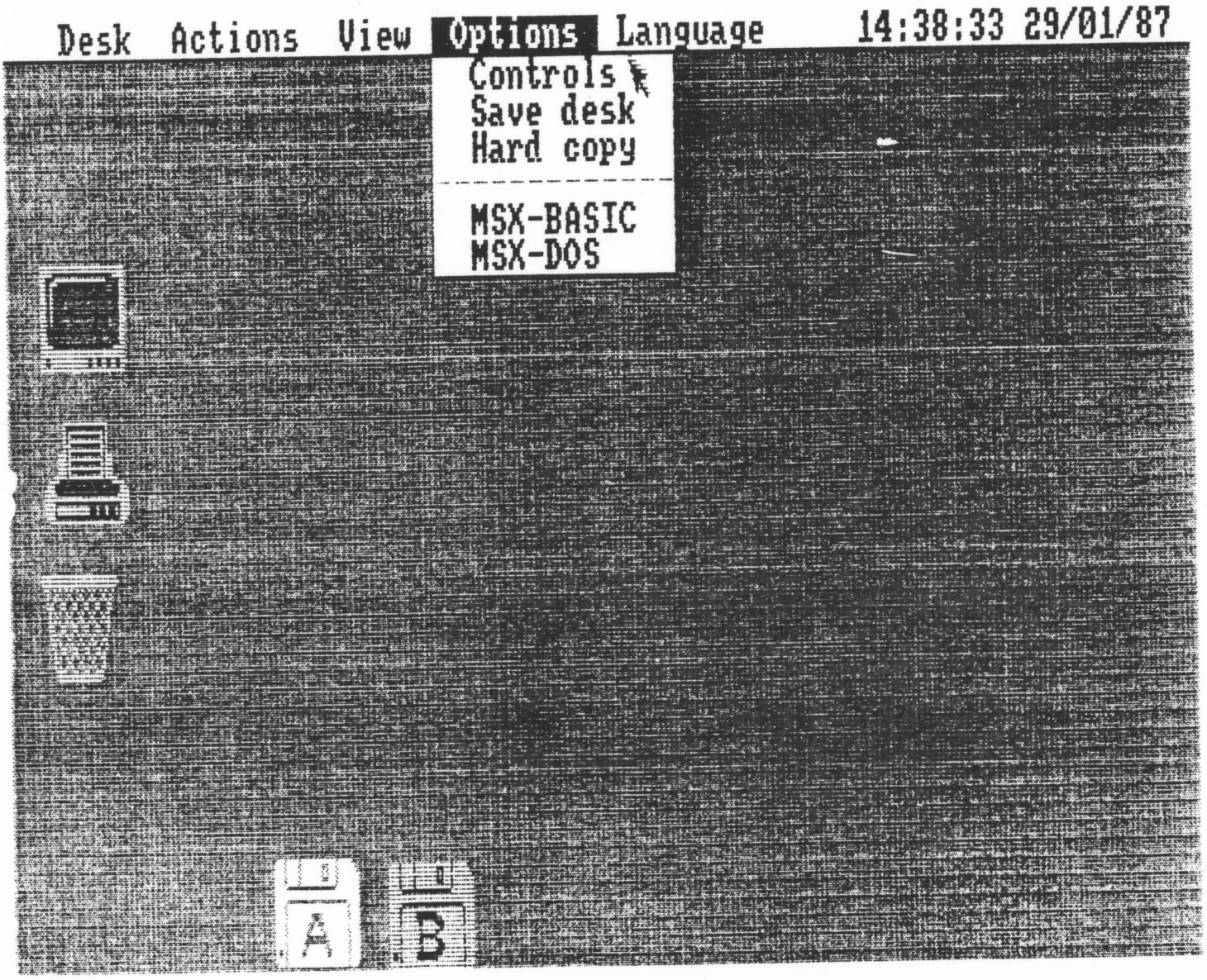

Fig. 10

Options submenu

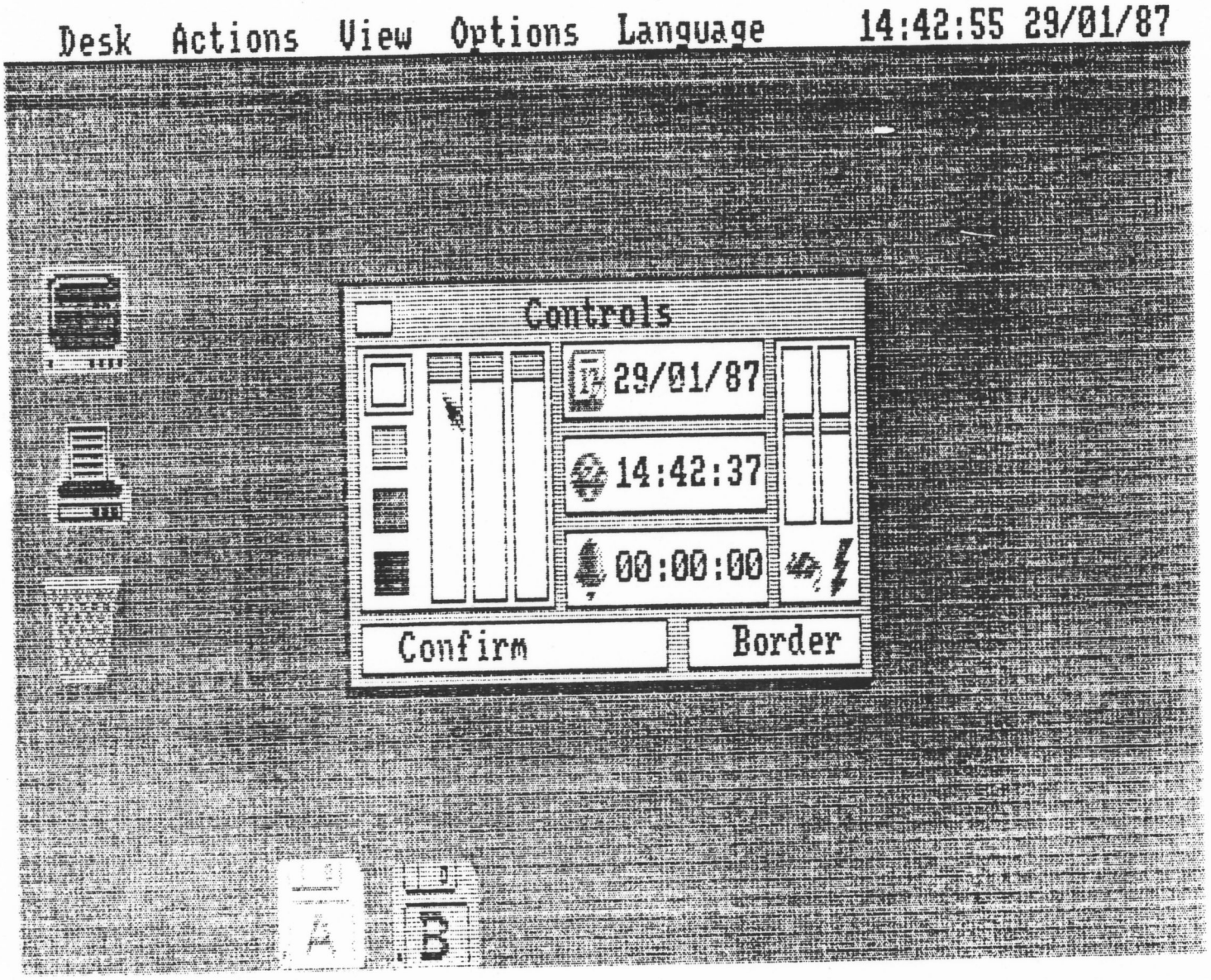

Fig. 11

Controls window

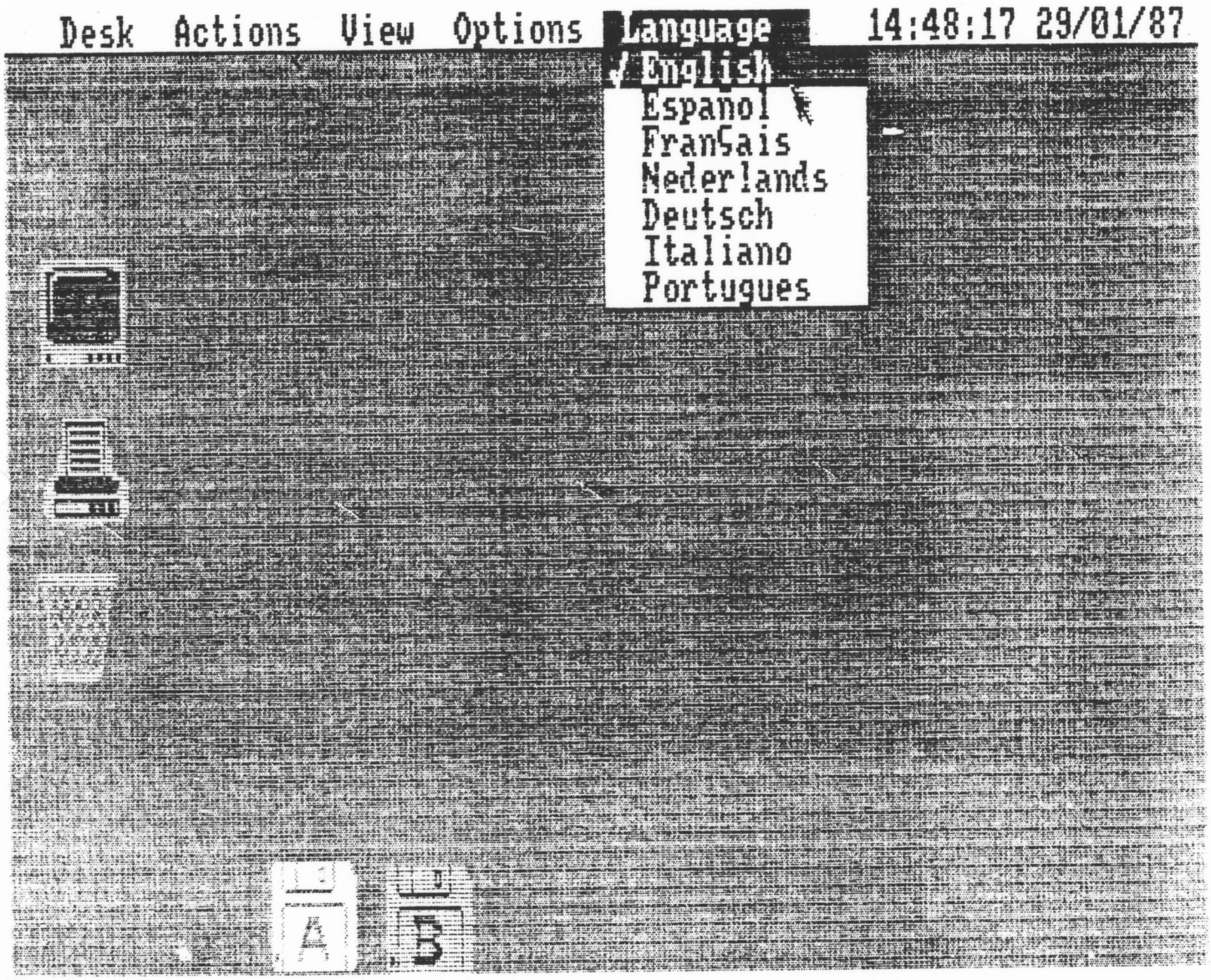

Fig. 12

Language submenu

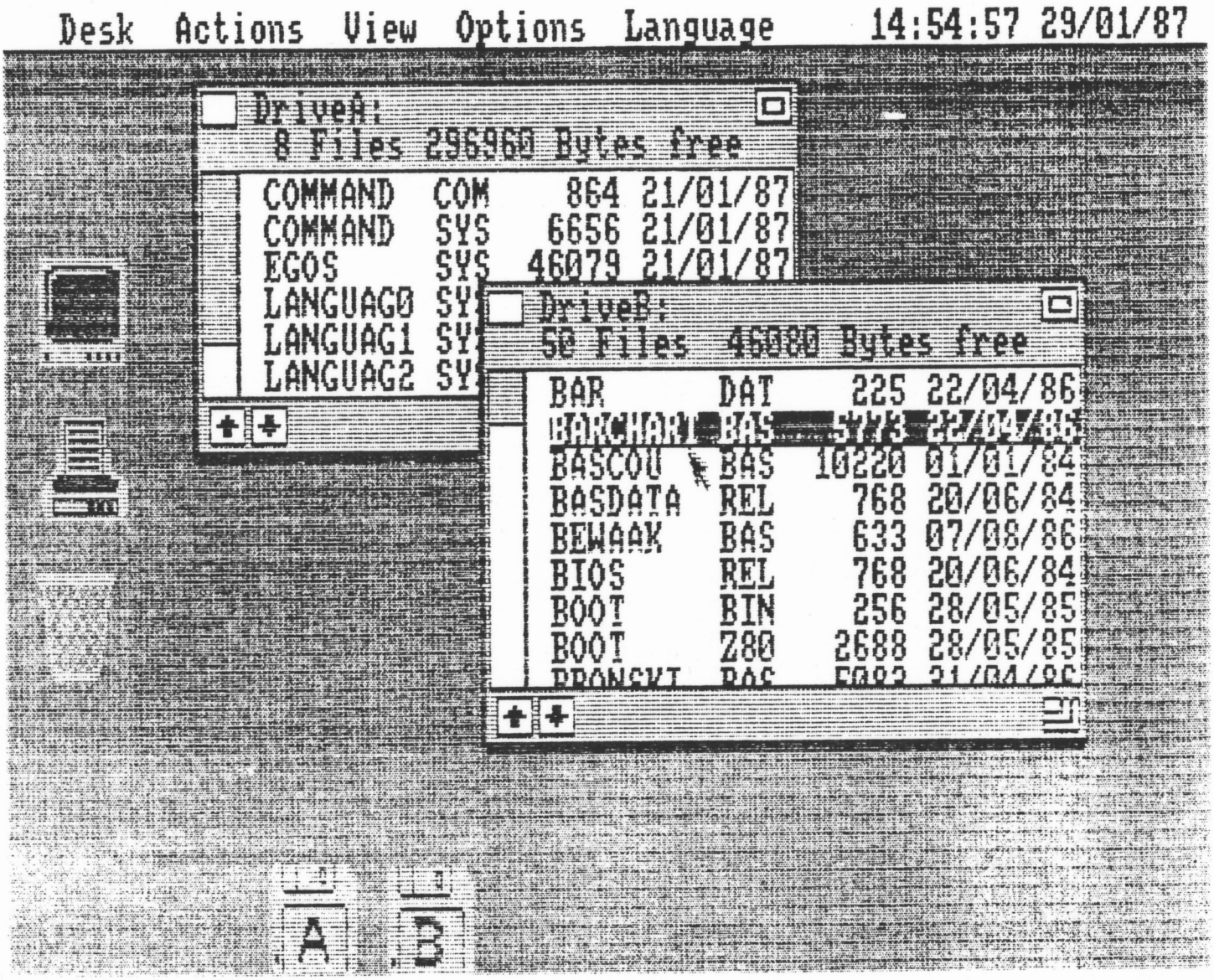

Fig. 13

Directory windows

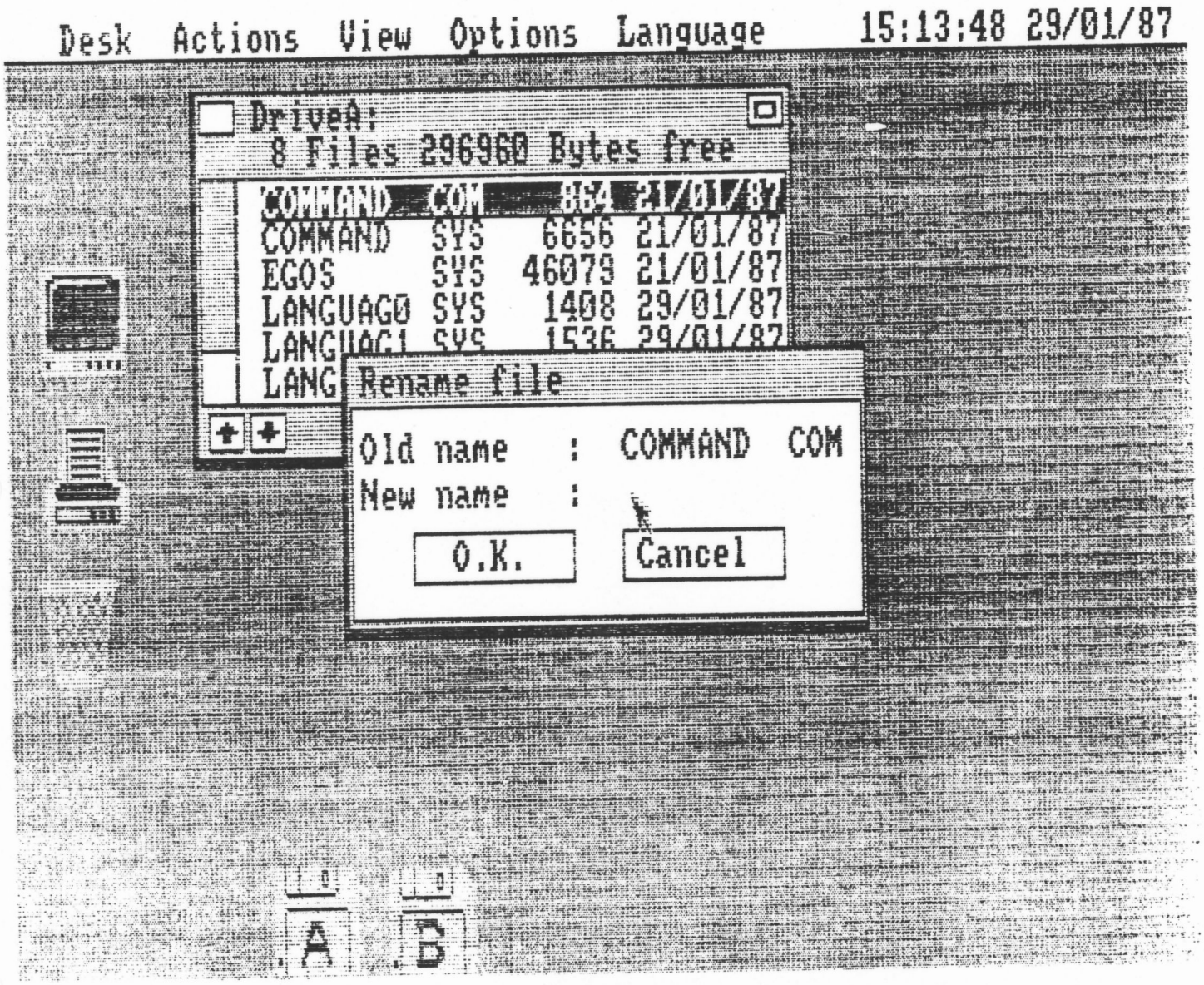

Fig. 14

Dialogue windows

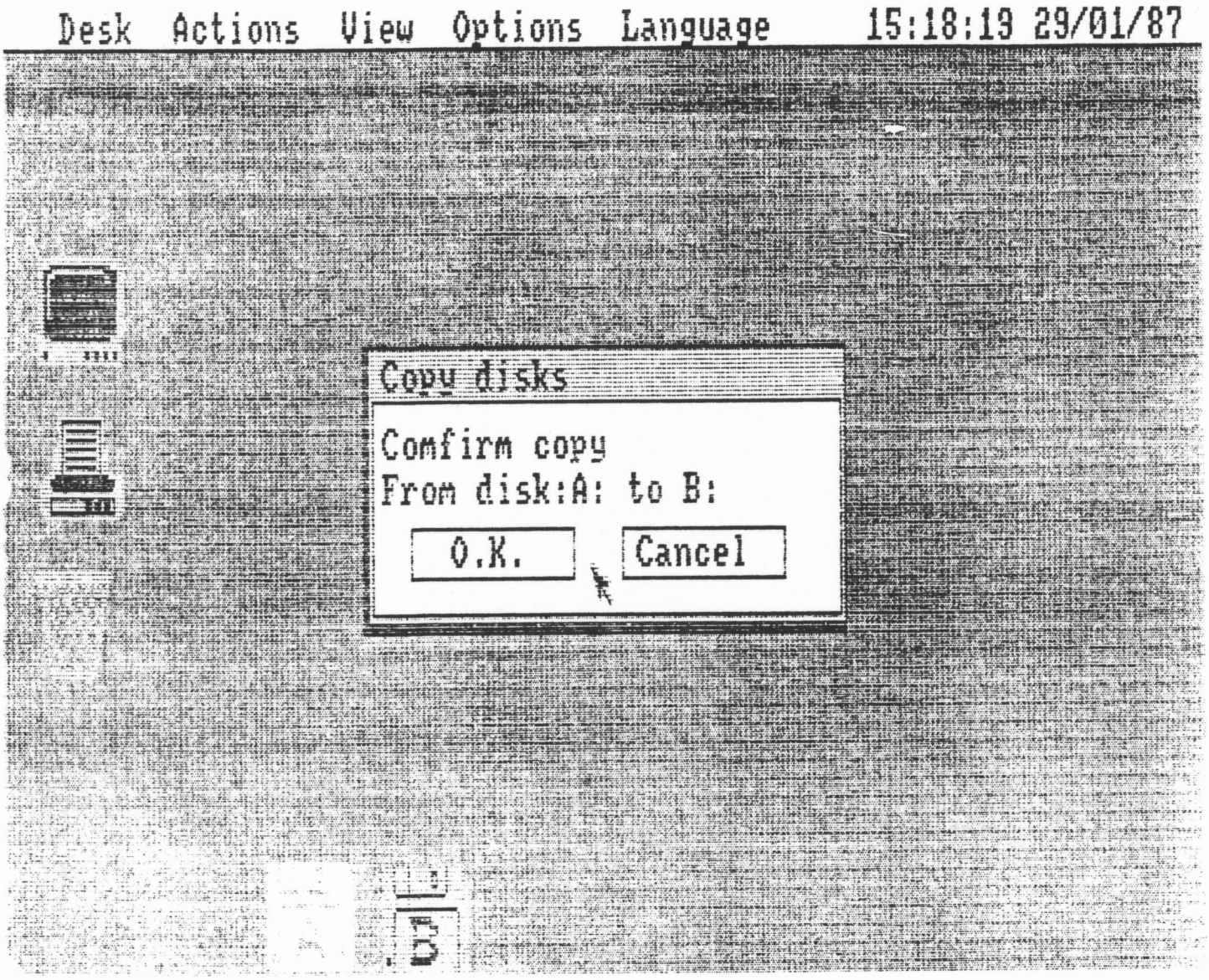

Fig. 15

Confirmation windows

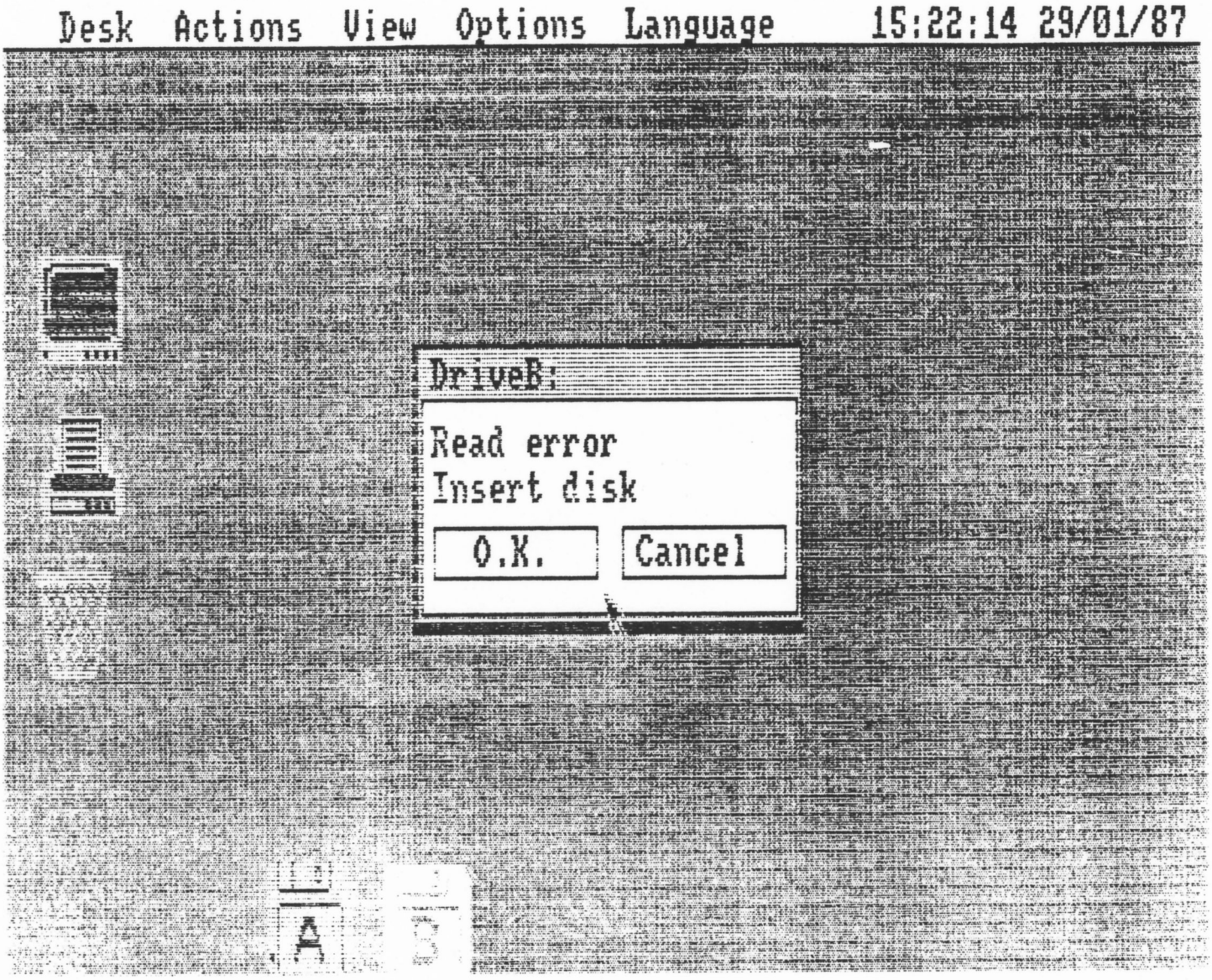

Fig. 16

Error windows

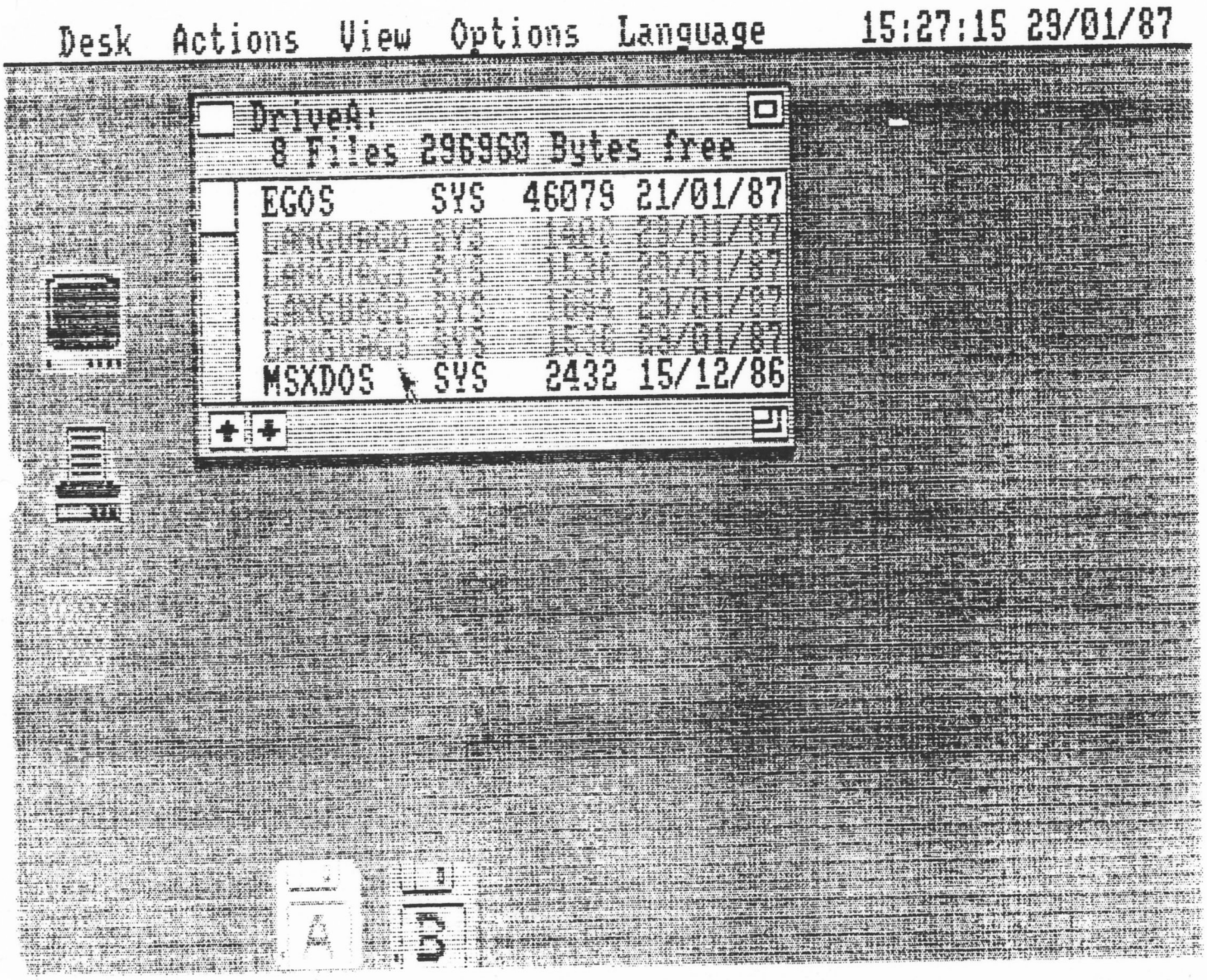

Fig. 17

Multiple file area